

TITLE: ANIMAL CONTROL OFFICER
DEPARTMENT: POLICE
LEVEL: GRADE 12 \$15.87hr - \$24.30hr

FUNCTION: Apprehend loose and unlicensed dogs, investigate all complaints, issue necessary citations, appear in court with necessary records, clear city of all dead animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Leash Law.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Investigate all animal bites that have been reported to Animal Control and the Department of Public Facilities, New Bedford Police Department and Department of Health. Respond to all calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140. Owners of dogs who are in violation of existing laws will be subject to penalties, and receive citations and fines when necessary.

Prompt response to animal bite complaints and/or roaming dogs is important in preventing, controlling and spreading disease, or otherwise endangering public safety.

Interact with local, State and Federal agencies as necessary.

Court filing and appearances as required when dog owners are cited for violations.

Conduct annual livestock census.

Conduct regional rabies clinic in the spring of each year, which provides the pet owner an opportunity to get a rabies vaccination for dogs/cats at a minimal fee as is required under Chapter 140, Section 145B.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

Monitor the performance of the Animal Rescue League in accordance with requirements of the contract between the City and League.

The availability of the Animal Control Officer is 24 hours a day. Must possess a telephone.

EDUCATION AND EXPERIENCE: High school graduate or GED equivalent required. Three to five years of paid experience in animal control or related field; ability to interpret and understand ordinances and laws.

KNOWLEDGE, ABILITY AND SKILLS: Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Working knowledge of department operations and functions, with the ability to maintain detailed records.

Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action and investigating complaints. Ability to receive, understand and follow written and oral instructions. Must be courteous and have experience dealing with the public. Portuguese/Spanish speaking preferred.

SPECIAL REQUIREMENTS: Possession of valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis and subject to drug/alcohol testing. Subject to Civil Service Examination. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: Patrol vehicle, animal capture equipment, radio, first aid equipment, personal computer, telephone.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Frequent and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing, and climbing; frequent periods of requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview; reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.